VR Change Test Process 12-10-2014

Purpose: This document is being created to provide a clear process for testing changes to the QE2 website.

Initiation: A testing requirement will be generated when the development team has completed a programming change to QE2. The appropriate Redmine case will be changed to a "Needs Testing" status. That change in status will automatically generate e-mail to the key Stakeholders or "Watchers".

The Developer(s) will place the new version in the QE2 test environment so it can be tested.

Testing: The Stakeholders will work with the Project Manager to identify "Testers" from the list of Volunteers. The Project Manager maintains this list. Once Volunteers have been identified a meeting will be set up to brief the Testers on the parameters of the test.

All results from the Testers will be communicated to the appropriate Stakeholder or Project Manager. The Stakeholder and Project Manager will ensure the Redmine case is updated as appropriate.

If the Testers find issues that need work the Developers will be contacted and those issues will be resolved. Testing will continue until all issues are resolved. Once all issues are resolved, If VRIS needs to be updated, the appropriate Developer or Stakeholder will handle that, and any training that needs to be done will be scheduled. Once VRIS has been updated and the training completed the IT Staff will push the code to the QE2 production environment.

Closing: After an agreed upon "waiting period" in the production environment, if no issues arise the Redmine case will be closed by the appropriate Stakeholder or Project Manager. If issues should arise with the live code appropriate action will be taken. The Developers may pull the new code back to the test environment, or fix the code live.